

Medical Campus
72 East Concord Street, Room L-309
Boston, MA 02118-2526
T 617-638-5255 F 617-638-5740

TO: Doctoral Candidates for January 2015 Graduation

FROM: Millie Agosto, GMS Registrar

RE: Completion of Degree Requirements

DATE: September 25, 2014

The GMS faculty and staff would like to congratulate you on your pending completion of the Ph.D. degree program. This memo provides you with a list of items you must check-off to complete the degree requirements. Please do not hesitate to contact our office for any questions you may have.

Coursework:

- It is the student's responsibility to check that all degree requirements have been fulfilled. Students should meet with their advisor and review their academic record on Student Link or use Degree Advise to confirm that all degree requirements are satisfied. Missing requirements and/or incomplete grades must be corrected prior to submission of the final dissertation.

Website Resources: Please visit the **GMS website** for all the necessary forms and program completion guidelines. Also, check your **BU email** for additional information that will be sent to you regarding completion of your degree and commencement.

Dissertation Completion and Submission:

- Please visit the GMS website: PhD Student Forms:
<http://www.bumc.bu.edu/gms/gateway/students/student-forms/>
- **Dissertation Abstract:** The PhD Dissertation Defense Abstract Form should be submitted to the GMS Office with one copy of the Dissertation Abstract (maximum of 350 words) at least three weeks in advance of the scheduled Dissertation defense. The Abstract must be in the exact format illustrated in the updated dissertation template on the GMS website PhD Student Form page. Prior to submission, the Abstract must have been reviewed and approved by your Major Professor and the Department Chairman or Program Director.
- **Dissertation Defense Date:** Once your Dissertation Abstract is approved by the GMS Registrar, you may submit the Schedule of Oral Dissertation Defense. This form must be submitted with a hard copy of the approved abstract to the GMS office. All members of the committee must be a GMS faculty member or have been granted a Special Service Appointment by the Associate Dean of GMS. The office will distribute an electronic copy of the Schedule of Oral Defense to the Members/Chair of the Examination Committee. The

Schedule of Oral Defense must be submitted at least two weeks prior to defense date. The last day to hold the Oral Defense for the January 2015 graduation is December 3, 2014.

- **New Policy:** The Mugar Library is requesting that a copyright page is added to all Dissertations. Please add a copyright page after the Title page and include it on the Table of Contents. All preliminary pages must be numbered appropriately. Adding the copyright page does not mean you must register for copyright. You can find a sample of the copyright page on the Ph.D. Dissertation Template (updated Nov. 2013).

Dissertation Format Review will begin November 10th through December 3rd.

- **GMS** now uses the Electronic Submission thru ETD Administrator.
- ETD Video Tutorials for Dissertation Electronic Submission are available at <http://www.bu.edu/buniverse/search/?q=dioa&submit=>
- Please email an electronic copy of your completed Dissertation in word format to GMSThesis@bu.edu for format review. **Label with Last name, First name, BU ID #.**
- After your Dissertation has been reviewed you will receive the corrections via email. This usually takes 2-4 days.
- Following corrections and revision of your dissertation and after format review submit the final approved Dissertation electronically as a pdf to the ETD Administrator, (<http://www.etdadmin.com/bu>). Please review the final pdf to make sure it was converted properly.

Dissertation Submission:

- Students living outside of the Boston area must contact Ms. Millie Agosto to make arrangements for submission of forms.
- The final dissertation will be accepted as follows:

November 17th – November 21st by appointment only (contact Millie Agosto, millie@bu.edu or Dianna Puleo, Dianna@bu.edu)
November 24th – December 3rd from 9:00 AM-3:00 PM / walk- ins, Room L 309.
(Office closed on November 25th & 26th)
- Submit to the Registrar 1 copy of the Dissertation Title Page and Abstract on regular paper as it appears in the final version of the Dissertation submitted to the ETD Administrator.
- Submit 2 copies of the Approval Pages (signatures on the Approval Pages must be originals) to the Registrar. Neither a proxy nor another faculty member may sign for readers. This **MUST** be printed on Dissertation grade paper (20lb, 25% cotton fiber, white and watermarked). GMS will provide this paper to you after your dissertation has been reviewed for format and you may pick it up in the GMS office (L309).

- Submit the Library Dissertation Processing Fee to the Registrar in the form of a MONEY ORDER from a **United States Post Office** in the amount of \$115.00 made payable to Boston University. Complete the Mugar Library Approval Form (form will be provided by GMS at submission).
- **Delayed Circulation:** Most Master's students do not request delayed circulation however if desired (due to special circumstances such as a pending patent) a request may be made by submitting a letter to the Associate Provost. A sample letter is available on the Research Guide for Writers of Theses/Dissertations and the student forms page and must be signed by you and your primary advisor. Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS Registrar.
- Survey of Earned Doctorates: The Dean of the School of Medicine request that all PhD students participate in the Survey of Earned Doctorates. Prior to submitting the final thesis you will need to complete the Survey of Earned Doctorates:
https://bostonu.qualtrics.com/SE/?SID=SV_20nLcJFYmekAVP7
- Optional: copyright \$55.00 payable on ETD Admin website (if plan to copyright).
- Please allow yourself reasonable time on the day of submission for completion of paper work and any last minute corrections.
- Please note: GMS or Mugar Library notifies you of necessary Dissertation corrections or changes, you must complete them immediately. A quick response will avoid you registering for another semester, a delay in verifying the completion of your degree requirements, and the issuing of the diploma. It may take some time before the final library review is completed.
- Please notify the GMS Registrar as soon as possible if you will be postponing graduation as a **new diploma application will need to be submitted** for your future graduation date. Student must register continuing study each semester until completion of all degree requirements are completed including submission of Dissertation.

Future Plans/ Diploma Information:

- You should update your diploma information on Student Link and review the data provided on the Personal Tab, Directory Information option. If you wish to have your information listed on the commencement program, please remove any restrictions you may have via the student link.
- Commencement exercises are held once a year in May. If you would like to attend the BUSM Commencement Ceremony for Ph.D., M.D./Ph.D., and M.D. graduates please visit the GMS website in Mid- March for details regarding the required forms, ordering of regalia and updated information. Additional details will be sent via your BU email.

Best wishes as you progress towards the completion of your degree requirements. If you have already achieved this goal, Congratulations!